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ABSTRACT

This step-by-step guide to using AppleWorks V2.0 to format data disks for use with the Apple IIGS computer, includes program loading, selecting other activities, selecting a different disk or drive, selecting Disk 1, disk formatting, volume naming, using Disk 1 (Slot 6), formatting, using screen directions, exiting the format option, escaping the other activities option, and information storage. Twelve sample screen displays are included to illustrate the steps. (MES)

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USING APPLEWORKS TO FORMAT DATA DISKS FOR USE WITH THE APPLE IIGS COMPUTER

FIRST EDITION

U.S. DEPARTMENT OF EDUCATION
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INTRODUCTION

"Using AppleWorks To Format Data Disks For Use With The Apple IIGS Computer" was developed for use as a "how to" training device. It can be used with Apple IIGS computers which have two disk drives. Its development was accomplished using one Apple 5 1/4" drive, one Apple 3 1/2" drive and the 2.0 version of the AppleWorks program. The pictures one sees in the Figures are those that will be seen when V2.0 of the AppleWorks program is used for the formatting process. Generally, other versions of the AppleWorks program may be used in conjunction with the document. There may, however, be differences between what one sees on the screen an what is seen in this document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIGS computer.

2. Two disk drives.

3. AppleWorks program V2.0.

4. One data disk.

Users must know how to turn on the Apple computer if this document is to be used as it was intended.

After using this document, Apple IIGS computer operators should be able to format blank computer disks using V2.0 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

STEPS

DIRECTIONS

01. Program Loading.

a. Place the AppleWorks program (Version 2.0) in disk drive #1, slot #6 (this is generally, the normal configuartion). If you are unsure of the configuration, place the program in one disk drive or the other. The computer normally will search both disk drives for a program.

b. Load the program into the computer. This is accomplished by:

(1) Turning on the computer or if the computer is already energized;

(2) Press and holding down the OPEN-APPLE and the CONTROL keys and then, while they are held down;

(a) Press and releasE the RESET key, then;

(b) Releasing the OPEN-APPLE and the CONTROL keys.

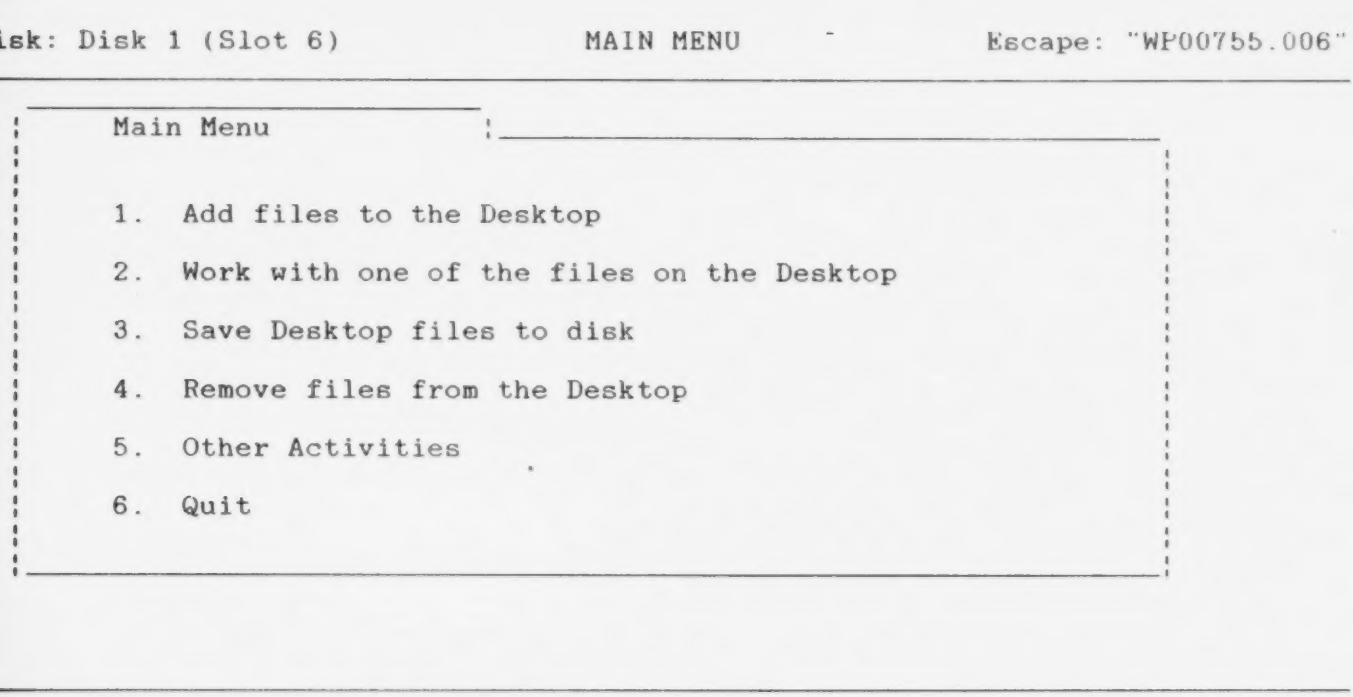
Disk: Disk 1 (Slot 6)
MAIN MENU
Escape: "WP00755.006"
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 1. The Computer Screen With Disk 1 (Slot 6) Selected.

c. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find Disk 1 (slot 6).
d. If this is the case, proceed to step 02.
e. If you see Disk 2 (slot 6), Disk 1 (slot 5), or Disk 2 (slot 5) in the upper left hand corner, you should skip steps 02 and 03, proceeding directly to step number 04.

02. Selecting Other Activities. Select option #5, "Other Activities" from the "Main Menu." This is accomplished as follows:

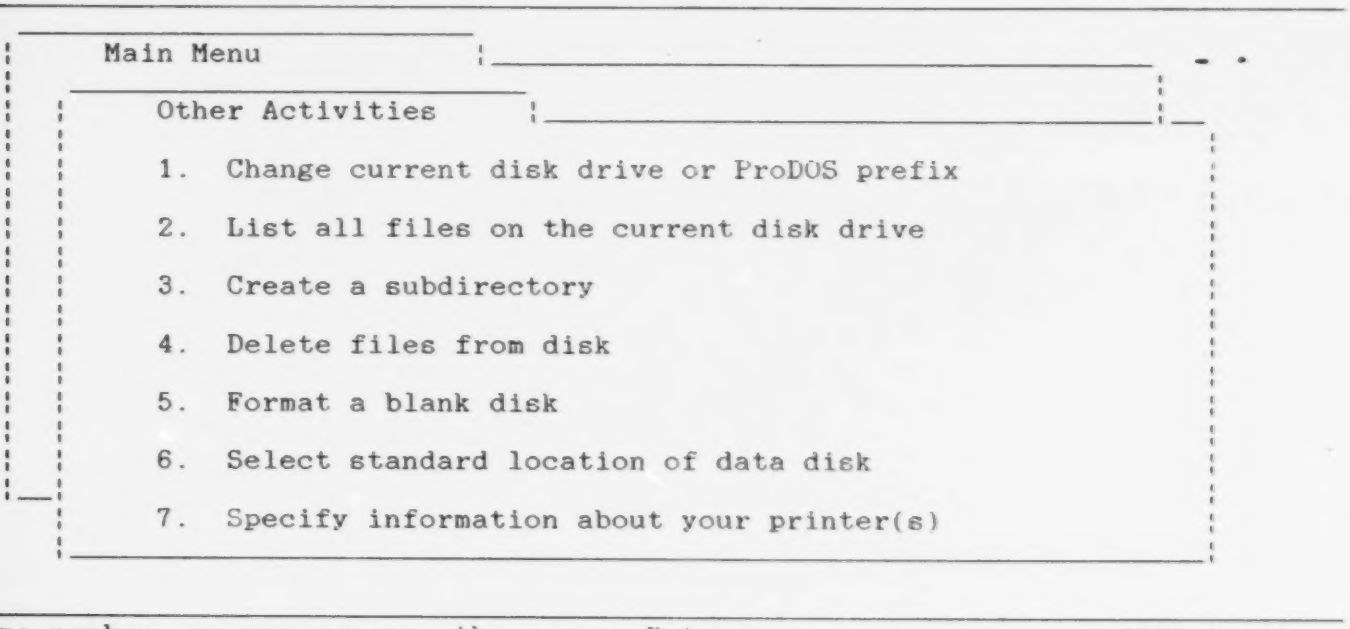
Disk: Disk 1 (Slot 6)
OTHER ACTIVITIES
Escape: Main Menu
Main Menu
Other Activities
1. Change current disk drive or ProDOS prefix
2. List all files on the current disk drive
3. Create a subdirectory
4. Delete files from disk
5. Format a blank disk
6. Select standard location of data disk
7. Specify information about your printer(s)
Type number, or use arrows, then press Return
389K Avail.

Figure 2. The Screen After Selecting, the "Other Activities" Option From The "Main Menu."

a. Press the NUMBER-5 key once.

b. Press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

03. Jumping To Step 08. If you have successfully reached this point, jump to step 08.

04. A Different Disk Or Drive Selected. If the screen looks like the picture shown in Figure 3 (note the Disk 2 (Slot 6) in the upper left corner of the Figure) or what is seen in the upper left corner is otherwise different from the way the screen appears in Figure 1, select option #1, "Add files to the Desktop." from the "Main Menu." This is accomplished as follows:

a. Press the RETURN key once. Following this action, the screen should shift so that it appears like the picture shown in Figure 4.

05. Selecting A Different Disk. Select option #2, "A different disk" from the "Add Files" menu as follows:

a. Press the DOWN-ARROW key once.

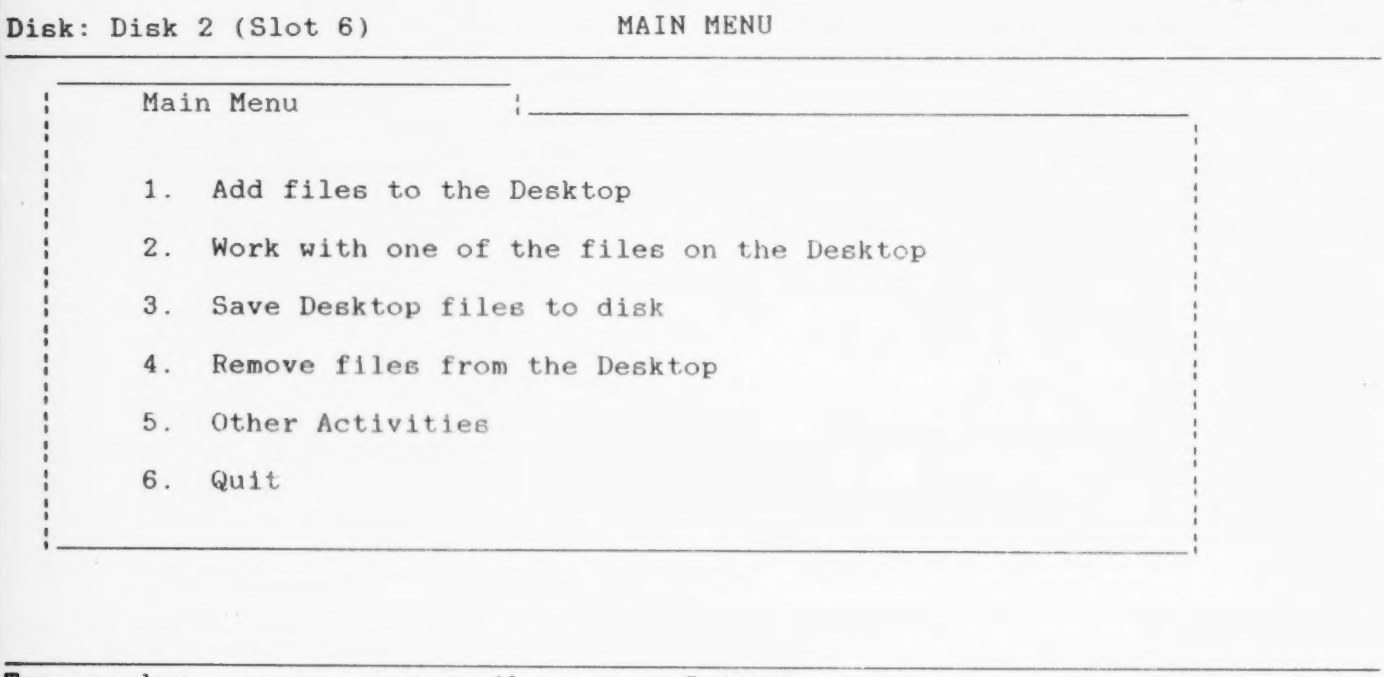
Disk: Disk 2 (Slot 6)
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 3. Computer Screen With "Disk: Disk 1" Selected.

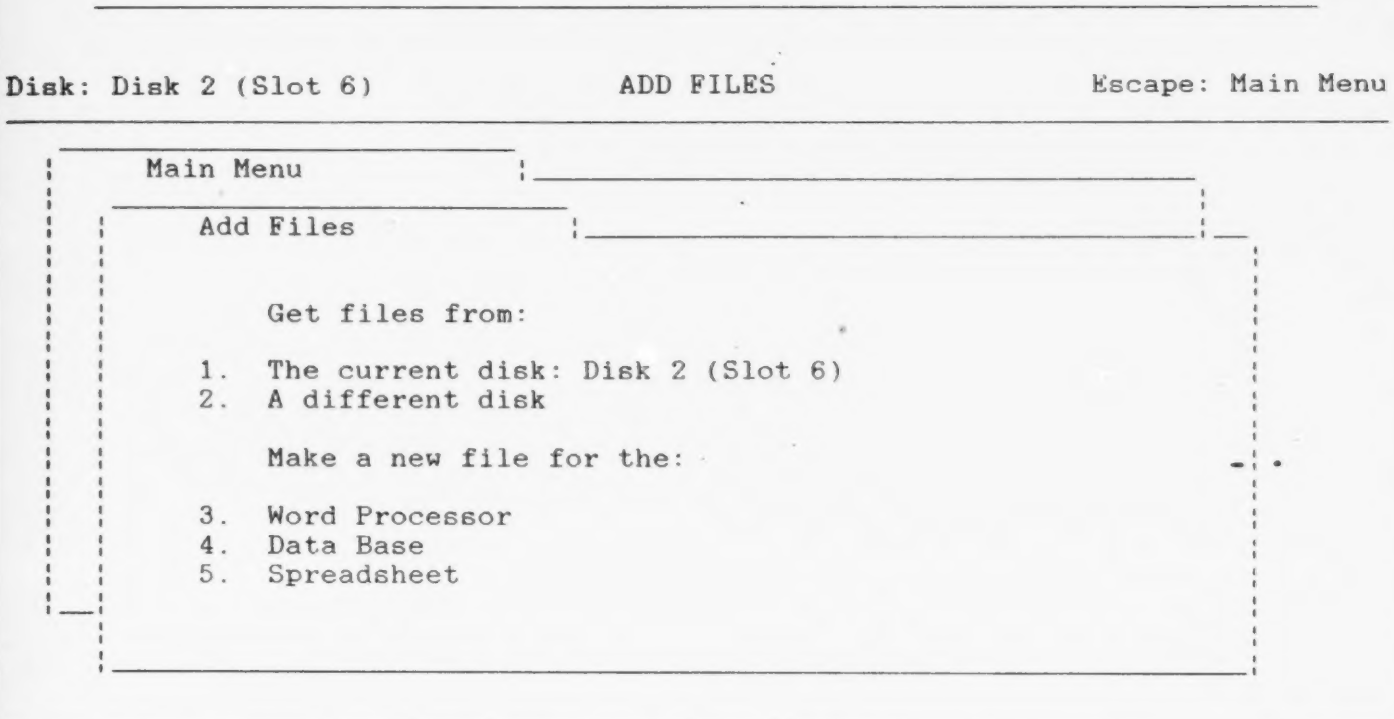

Figure 4. The Screen After Choosing, "Add files to the Desktop" Option From The "Main Menu".

b. Press the RETURN key once. The monitor screen should look like the picture shown in Figure 5.

06. Selecting Disk 1 (Slot 6). Make the selection as follows:

a. Insure that Disk 1 (Slot 6) is highlighted.

b. Press the RETURN key once. The screen should have changed following this action so that it appears as it did in Figure 4 except that "Disk 1 (Slot 6)" instead of "Disk 2 (Slot) 6" now appears in the upper left corner of the screen.

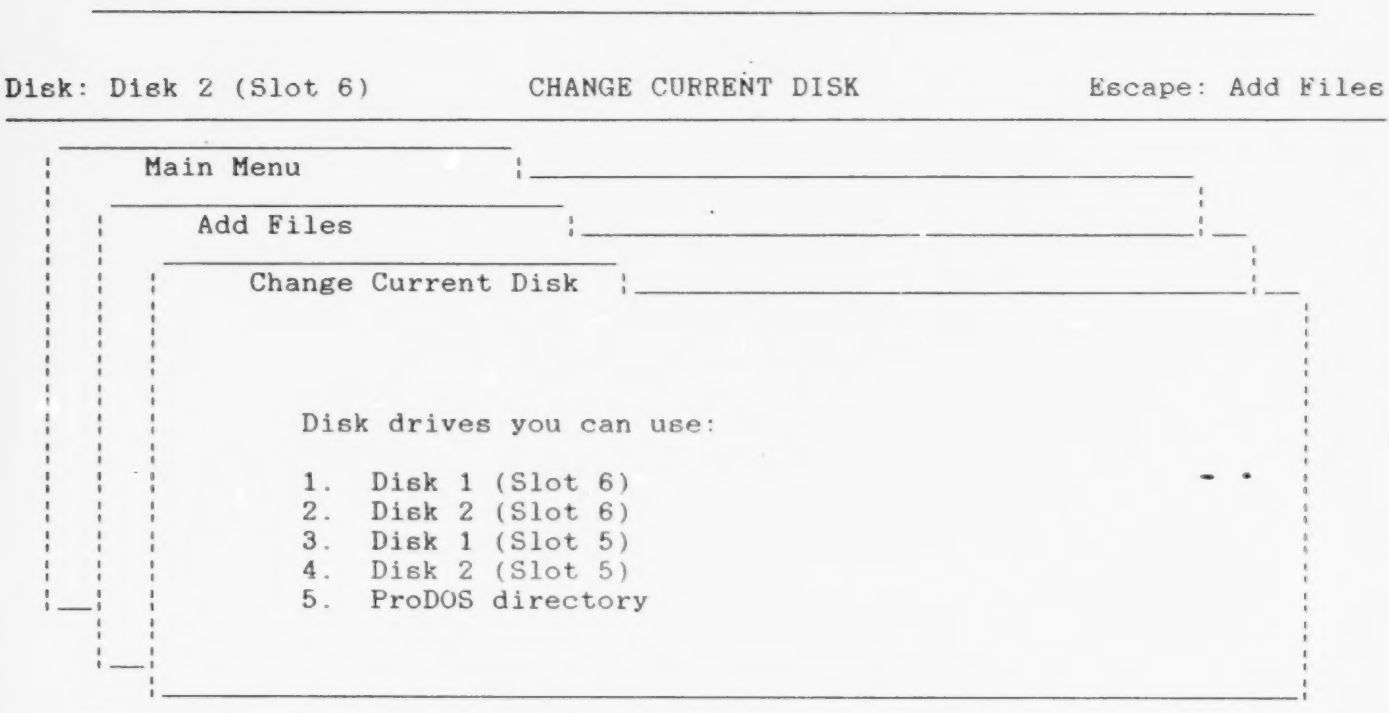
Disk: Disk 2 (Slot 6)
CHANGE CURRENT DISK
Escape: Add Files
Main Menu
Add Files
Change Current Disk
Disk drives you can use:
1. Disk 1 (Slot 6)
2. Disk 2 (Slot 6)
3. Disk 1 (Slot 5)
4. Disk 2 (Slot 5)
5. ProDOS directory
Type number, or use arrows, then press Return
389K Avail.

Figure 5. The Monitor Screen After Selecting The "A different disk" Option.

07. Return To Step 02. Now, complete step 02 and then jump to step 08.

08. Disk Formatting. With the screen appearing as it does in Figure 2 select option #5 as follows:

    a. Press the DOWN-ARROW until the "Format a blank disk" option is highlighted.

    b. Press the RETURN key once. The picture you see on the screen has changed so that it looks like the one you now see below in Figure 6.

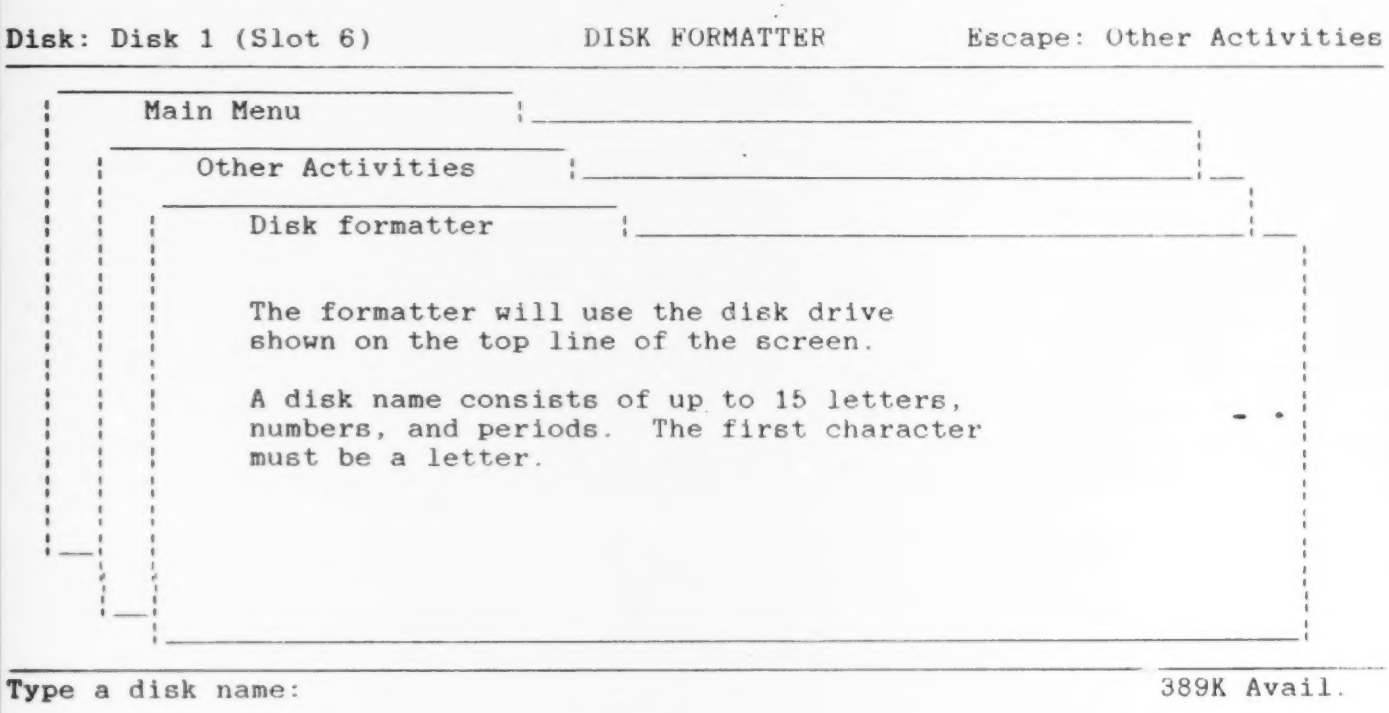
Disk: Disk 1 (Slot 6)
DISK FORMATTER
Escape: Other Activities
Main Menu
Other Activities
Disk formatter
The formatter will use the disk drive shown on the top line of the screen.
A disk name consists of up to 15 letters, numbers, and periods. The first character must be a letter.
Type a disk name:
389K Avail.

Figure 6. The Screen After Selecting the "Format a blank disk" Option From The "Other Activities" Menu.

09. Volume Naming. Directions in the center of the screen tell you to name the new disk. Type the word "TRAINING." Your screen now appears like the one shown in Figure 7.

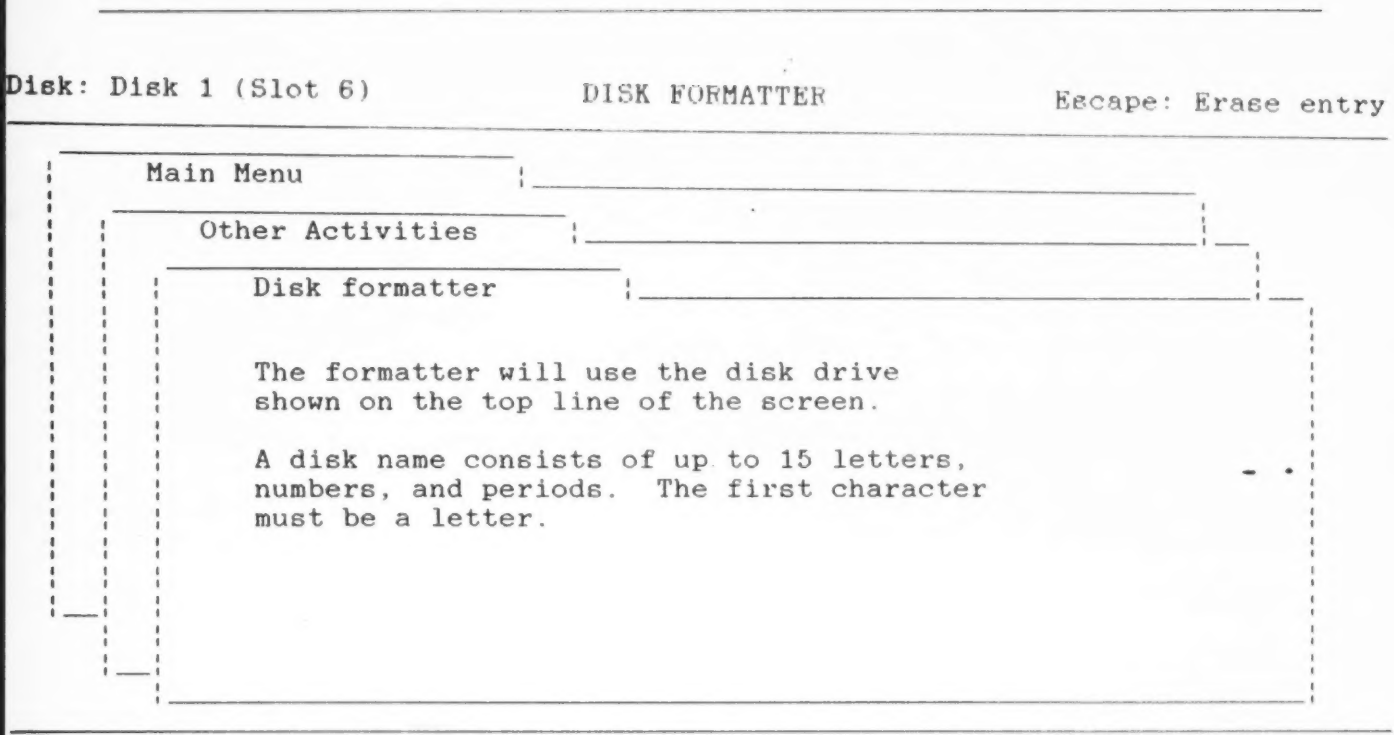
Disk: Disk 1 (Slot 6)
DISK FORMATTER
Escape: Erase entry
Main Menu
Other Activities
Disk formatter
The formatter will use the disk drive shown on the top line of the screen.
A disk name consists of up to 15 letters, numbers, and periods. The first character must be a letter.
Type a disk name: TRAINING
389K Avail.

Figure 7. The Monitor Screen After The Disk To Be Formatted Has Been Named.

a. Press the RETURN key once. The screen will now be identical to the picture shown in Figure 8.

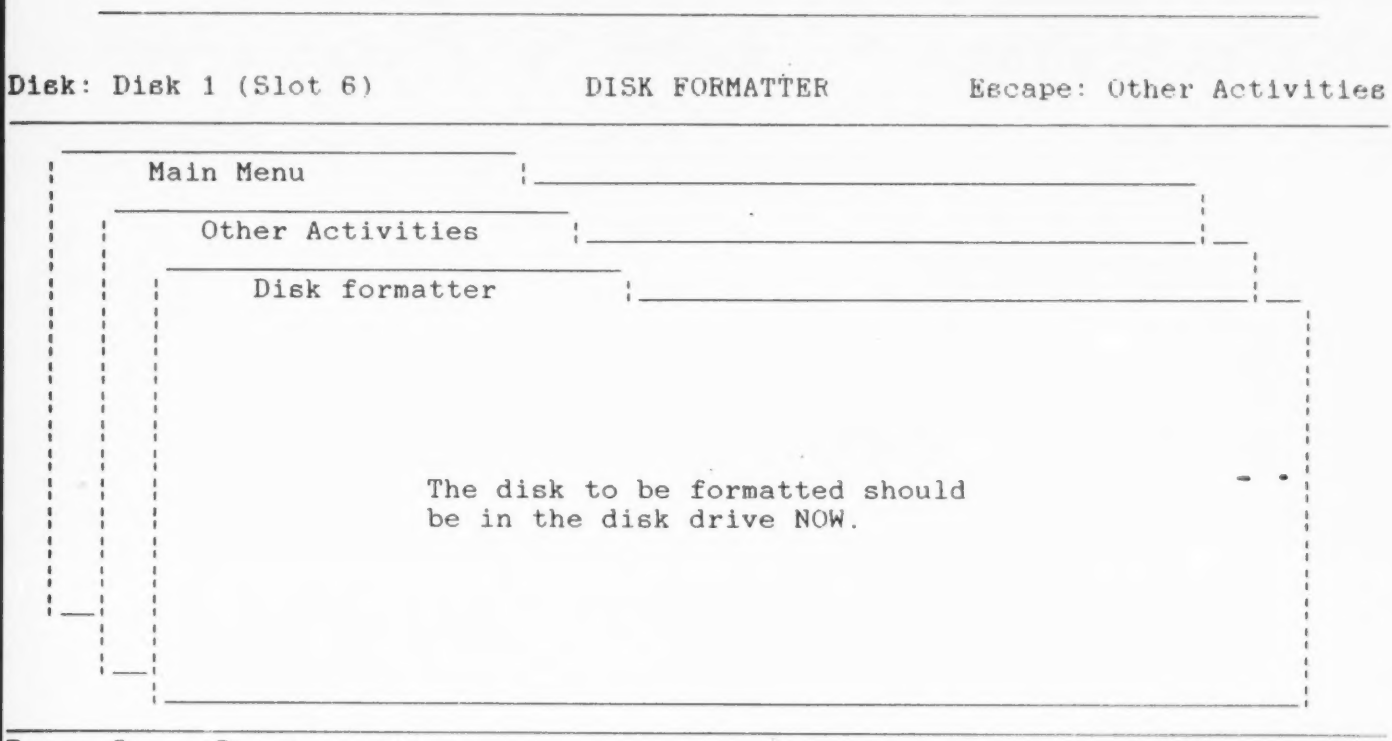

Figure 8. The Monitor Screen After Entering The Name Of The New Disk.

10. Using Disk 1 (Slot 6). Insert the disk to be formatted in Disk 1 (Slot 6). When a 5 1/4" drive is used in conjunction with a 3 1/2" the 5 1/4" disk drive is usually designated as Disk 1 (Slot 6).

11. Formatting. Press the SPACE-BAR and watch the screen. When the formatting task is complete, the monitor screen will appear like the example shown in Figure 9.

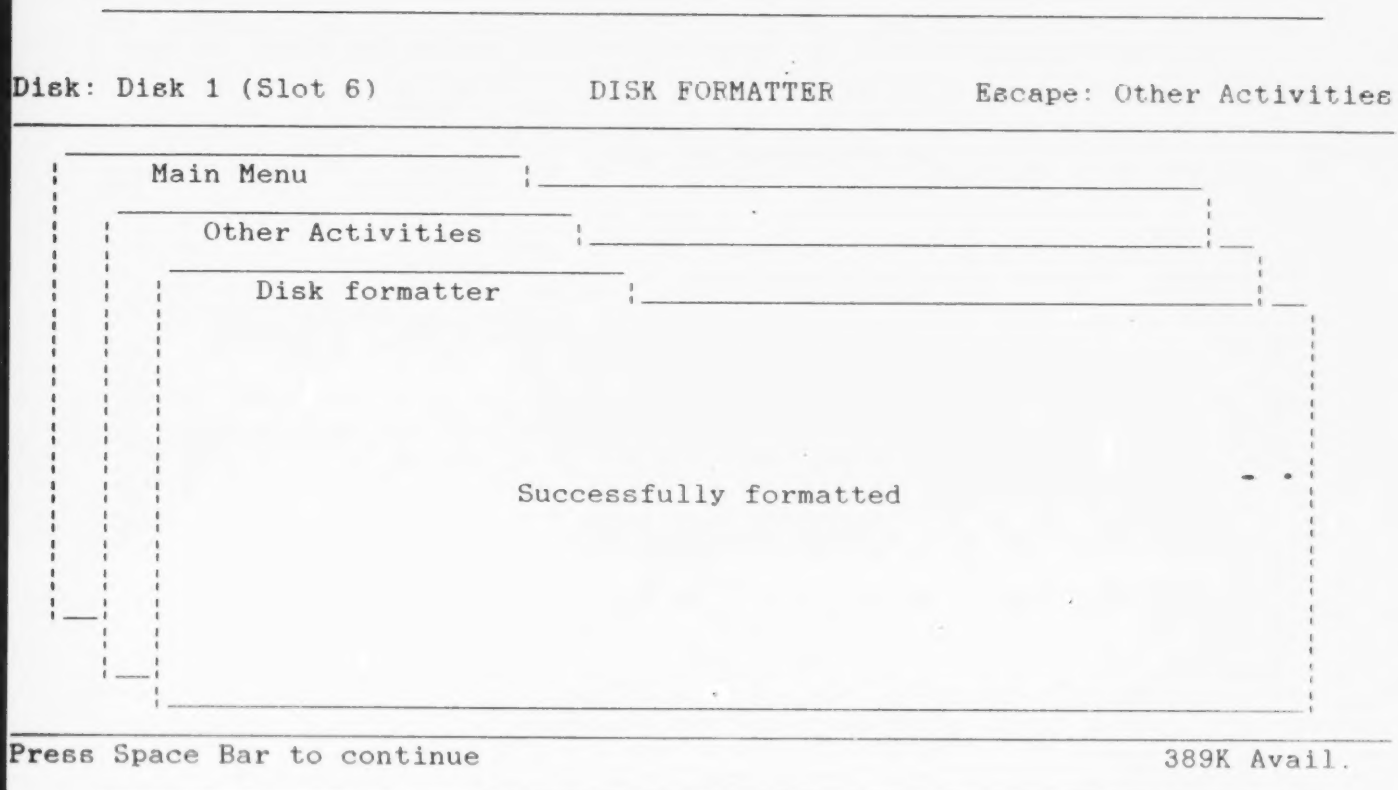

Figure 9. Monitor Screen After The Formatting Task Has Been Completed.

12. Using Screen Directions. Press the SPACE-BAR once. The screen now looks like the example in Figure 10.

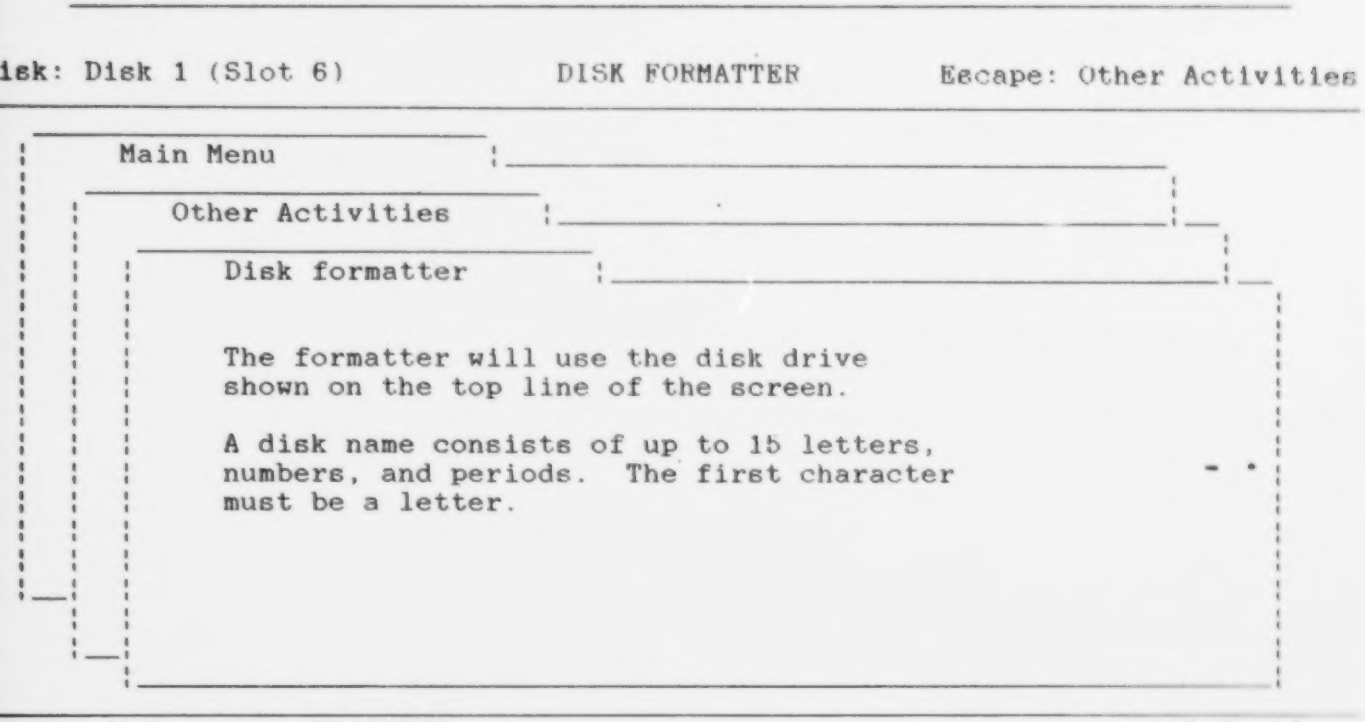
Disk: Disk 1 (Slot 6)
DISK FORMATTER
Escape: Other Activities
Main Menu
Other Activities
Disk formatter
The formatter will use the disk drive shown on the top line of the screen.
A disk name consists of up to 15 letters, numbers, and periods. The first character must be a letter.
Type a disk name: TRAINING
389K Avail.

Figure 10. Monitor Screen After Exiting The Successfully Formatted Mode

13. Exiting The Format Option. Press the ESC key once. This action moves the program back to the "Other Activities," menu (see Figure 11).

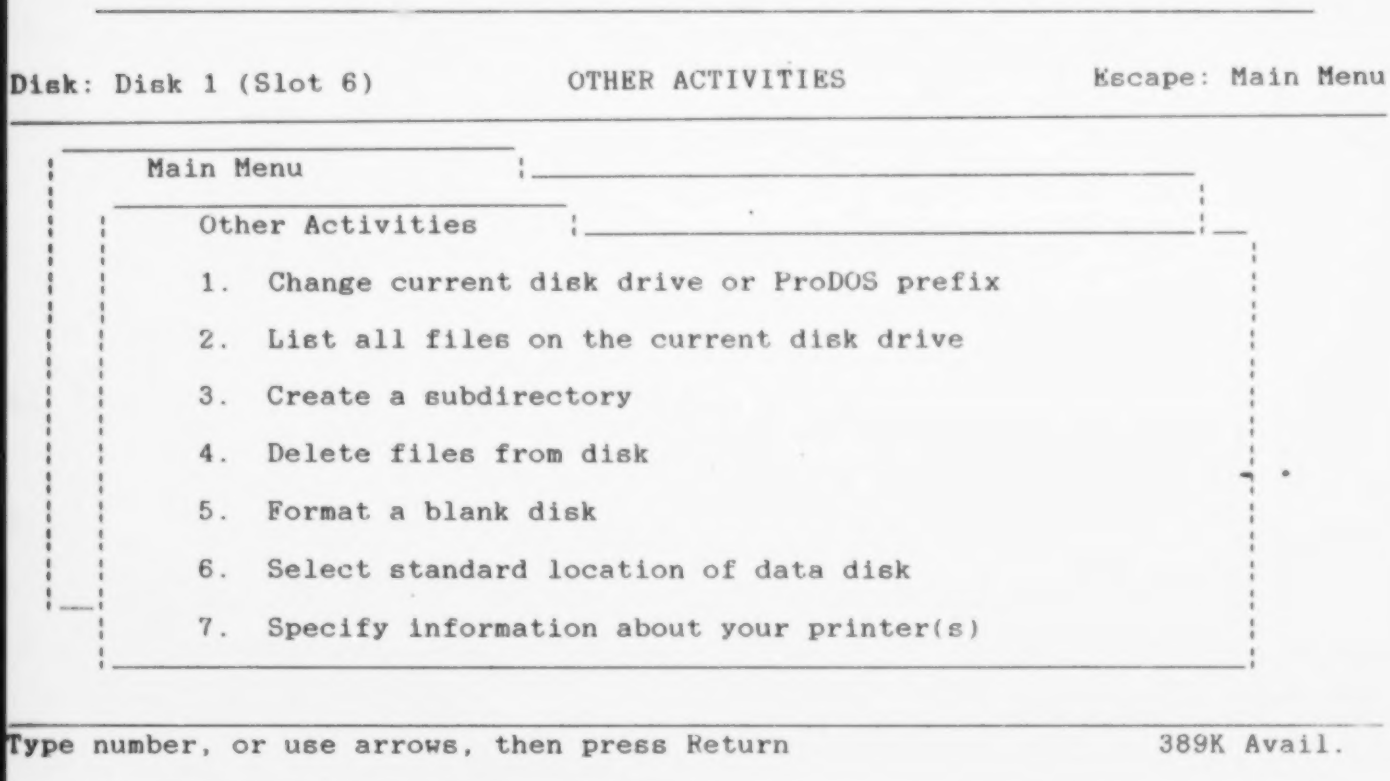
Disk: Disk 1 (Slot 6)
OTHER ACTIVITIES
Escape: Main Menu
Main Menu
Other Activities
1. Change current disk drive or ProDOS prefix
2. List all files on the current disk drive
3. Create a subdirectory
4. Delete files from disk
5. Format a blank disk
6. Select standard location of data disk
7. Specify information about your printer(s)
Type number, or use arrows, then press Return
389K Avail.

Figure 11. "Other Activities" Menu.

14. Escaping The Other Activities Option. Press the ESC key to return to the "Main Menu" (see Figure 12).

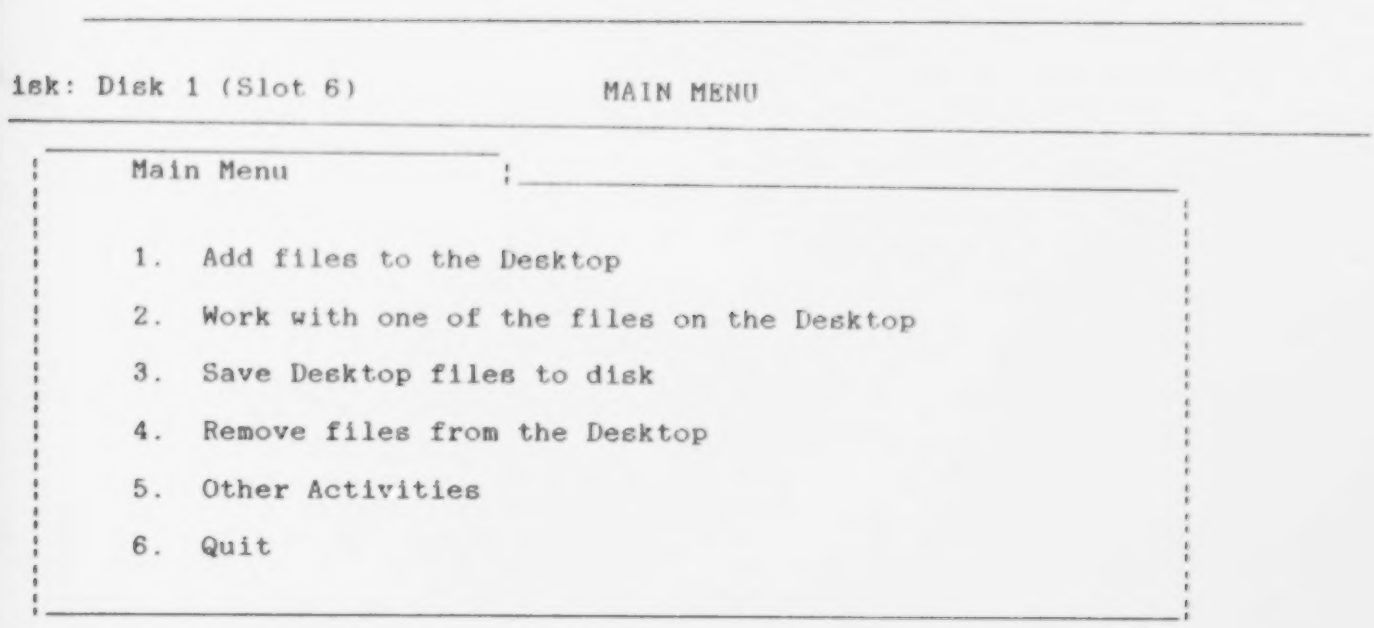
isk: Disk 1 (Slot 6)
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
'ype number, or use arrows, then press Return
@-? for Help

Figure 12. "Main Menu."

15. Information Storage. The disk can now be used for data storage.